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Should you have any queries, please contact
SmartDCCCommercial@SmartDCC.co.uk

Call-Off Contract

DCC Framework Call-Off Contract

Call-Off Contract Ref: DCCTXXX

[Bidder Note: DCC may refine this template further during the procurement process]

This Call-Off Contract is entered into between the following parties, pursuant to the MSA entered into between them upon 1st April 2020:-


- (1) **SMART DCC LIMITED** a company registered in England and Wales under company number 8641769 whose registered office is at 30 Berners Street, London, England, W1T 3LR ("DCC");
- (2) **CAPITA IT SERVICES LIMITED** a company registered in Scotland under company number SC045439, whose registered office is Pavilion Building Ellismuir Way, Tannochside Park, Uddingston, Glasgow, G71 5PW, ("Contractor");

Capitalised terms mean the same as set out in the MSA or this Call-Off Contract.

1. Call-off Contract Terms and Conditions

The terms of the Call-Off Contract shall be as set out in the table below.

Category	Agreed Term
Start Date	27 July 2020
End Date	30 October 2020
Total Duration	15 Weeks
Extension	DCC may extend the duration of this Call-Off Contract upon not less than 1 week written notice, for a maximum period of 6 Months
Services	The Contractor shall provide the Services specified in Section 2 of this Call-Off Contract
Charges	The Charges for the Services set out in this Call-Off Agreement shall be as set out in Section 3 of this Call-Off Contract
Will the Services be tested in accordance with Clause 8 of the MSA?	No
Will Service Levels and/or Service Credits apply to the Services?	No
Is a Security Management Plan	No

required pursuant to Schedule 2.5 of the MSA?	
List out the categories of Data which either party may receive from the other.	No
Contractor to specify the geographical locations where the Contractor will host Data pursuant to this Call-Off Contract.	UK
List Contractor Background IPR to be used as part of the Services and the party so using.	
List Bespoke IPR to be developed as part of the Services.	None
List any DCC Background IPR to be used as part of the Services.	None
List of any third parties who may be entitled under the Contracts (Rights of Third Parties) Act 1999	None
Processing of Personal Data	
Nature and purpose of Processing.	Data Processor
List out the categories of Personal Data which are to be Processed by the Contractor on behalf of the DCC.	Name and Email addresses

Categories of Data Subjects.	DCC Staff who have raised / approved Financial Purchase Orders Names and contract details of DCC Supplier receiving the Purchase Orders
Duration of Personal Data Processing	During Presence of the Record on the dashboard system

2. Description of Services

The Business Change Manager will use the following approach and based on a fixed capacity will undertake the following activities, to the extent of completion that can be done within the time allocated to this Call Off and availability of DCC resource to support.

- Communications plan and execution
- Specifically assist the user data migration – local/network drive to OneDrive,
- Employee engagement – create the “pull” of the service/solution and provide “A lot of hand holding”
- Employ other Business Change services as determined in the terms of reference that will be generated once the engagement starts.



3. Details of Charges

3.1 Commercial Approach

- 3.1.1. [REDACTED] with all works carried out within normal Monday to Friday daytime working hours with the exception tasks delivered under Change Control, which will be provided out-of-hours.
- 3.1.2. All pricing will be subject to annual indexation (RPI)
- 3.1.3. If for any reason DCC should alter the scope of the deliverables after Technology Solutions has provided costs, Technology Solutions reserves the right to amend the costs provided to account for any such changes.

3.2 Charges



4. Service Levels, KPIs and Service Credits

None

5. Reports and Documents

5.1 The Contractor will provide no reporting direct.

6. Special Terms

Not used.

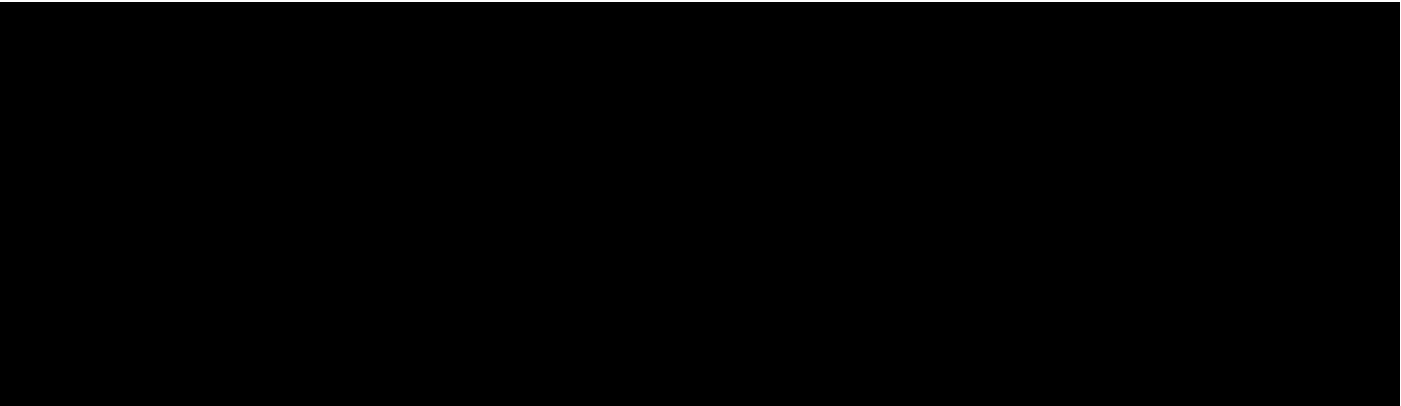
7. Dependencies on Smart DCC

Engagement of key business owners to support the cascade of information.

Provision of a Smart DCC laptop to continue the business change work post EIT User migration.

8. Document History

8.1 Revision History



8.2 Approvals



Approval to Engage	
In signing the below DCC agree to the engagement of the work items listed above under the terms of the Master Services Agreement	
For and on behalf of Smart DCC Limited:	
For and on behalf of CAPITA IT Services Limited:	

9.